	Job Description Dunstable Fire Department		
	<i>Title</i> Fire Chief		
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JOB SUMMARY:

Performs highly responsible supervisory and administrative work in planning, organizing, coordinating and directing all activities of the Fire Department.

Performs responsible administrative technical supervisory work as head of the Fire Department including the supervising of all firefighting, fire training, fire prevention, and emergency medical services in the jurisdiction. Perform related work as required.


SUPERVISION RECEIVED:

The Dunstable Fire Chiefs authority is authorized in the ***Mass General Law Chapter 48; Fires, Fire Departments, and Fire Districts Section 2 and 3*** which was adopted and approved at the Annual Town Meeting of March 5, 1956 - Article 15 in the Town of Dunstable.

The Chief shall be appointed by the Selectmen, and shall receive such salary as the Selectmen may from time to time determine, not exceeding in the aggregate the amount annually appropriated therefor. The Chief may be removed for cause by the Selectmen at any time after a hearing. The Chief shall have charge of responding to fire calls, medical emergencies and any other type of emergency called upon. The Chief shall purchase subject to the approval of the Selectmen and keep in repair, all property and apparatus used for and by the fire department.

The Chief shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a Deputy Chief and such officers and firemen as he/she may think necessary, and may remove the same at any time for cause and after a hearing. The Chief shall have full and absolute authority in the daily administration of the Fire Department, shall make all rules and regulations for its operation, shall report to the Selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon: he/she shall fix the compensation of the permanent and call members of the fire department subject to the approval of the Selectmen.

In the expenditure of money, the Chief shall be subject to such further limitations as the town may from time to time prescribe. [Section 43] Chief is to act as Forest Warden. The Chief of the Fire Department shall act as forest warden in all such towns and shall have authority to appoint deputy wardens and fix their compensation subject to the approval of the Selectmen.

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Works in tandem with the Town Administrator on various fire department initiatives. Establishes departmental operating policy and works independently in supervising all technical operations of the department and in accomplishing desired work results. Work is reviewed through submission of reports and through policy discussions with the Board of Selectmen.

SUPERVISION EXERCISED:

Supervises directly or through subordinates all employees of the Fire Department and provides administrative direction to assure maintenance of an effective fire prevention training and fire suppression program for the Town. Has responsibility for the hire, separation and discipline of personnel subject to appointment by the Board of Selectmen.


Responds to emergencies as dictated by current conditions and assumes complete operational control of the department and emergency scenes when required. Ensures that assigned activities are accomplished through the chain of command.

EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Establishes department policies, procedures and regulations to assure maximum readiness to respond to the Town's needs; review reports to assure progress toward established goals and takes corrective action where necessary.
2. Consults with the Board of Selectmen and the Town Administrator on major policy issues and priorities and meets with various Town, community and departmental personnel to explain and carry out these objectives.

3. Assigns areas of responsibility to subordinate officers and delegates to officers the assignment of duties to individual firefighters. Assures personnel receive optimum training and drilling in modern firefighting techniques and equipment operations.
4. Evaluates performance of subordinates and reviews probationary reports; personally or with subordinate officers, deals with problems in assignments,

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discipline, morale, training, labor relations or any other problems regarding departmental policy.

5. Plans and prepares annual operating budget and directs expenditures of department funds.
6. Represents the department and Town at various high-level meetings such as Massachusetts Department of Fire Services, Fire Academy, District Area Meetings, and at state and regional associations related directly to fire service organizations.
7. Serves as Fire Warden for the town which involves fire loss reporting, record keeping and appointment of Deputy Wardens as needed.
8. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:


Extensive knowledge of the principles and practices of modern fire department leadership, administration, extensive knowledge of the principles, practices, procedures, equipment and apparatus used on modern firefighting and in the protection of life and property from fire. Shall have knowledge and experience in managing a paid on call fire department structure consistent with the size and capabilities of the Dunstable Fire Department.

Ability to plan, install and carry out programs of training and development, municipal budgeting, strategic planning, fire prevention, and investigative activities.

Ability to establish and maintain effective working relationships with civic groups and the public, as well as to command and hold the respect and discipline of subordinates.

Ability to express ideas clearly, orally and in written form.

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MINIMUM QUALIFICATIONS REQUIRED:


1. High School Diploma or equivalent
2. An Associate's or Bachelor's Degree* with major course work in Fire Science, Business Administration or Leadership is highly desired.
3. Must have demonstrated experience in Fire Prevention, Management, EMS, or a closely related field; and progressively responsible experience in fire suppression and prevention work, including supervisory and administrative experience equivalent to eight (8) years' experience in a full or combination fire department, at least five (5) of which has been in a upper - level supervisory position.

OR

****Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities as determined by the Dunstable Board of Selectmen.***

4. Must be Firefighter II certified equivalent to National Professional Qualifications Board (NPQB) or International Fire Service Accreditation Congress (IFSAC).
5. Must be Hazardous Materials Operations certified equivalent to National Professional Qualifications Board (NPQB) or International Fire Service Accreditation Congress (IFSAC).
6. Must be Fire Officer I & II certified equivalent to National Professional Qualifications Board (NPQB) or International Fire Service Accreditation Congress (IFSAC) within 18 months of employment.

7. Must have Incident Command System (ICS) and National Incident Management System Courses: ICS -100, ICS – 200, ICS – 300, ICS – 400, and ICS - 700 within one year of appointment.
8. Must obtain Emergency Medical Responder level training/certification and CPR within 6 months of appointment.
9. Must have a valid Massachusetts or equivalent state Commercial Driver's License (CDL).

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PHYSICAL EXERTION/ENVIRONMENTAL:

Frequent physical effort required while engaged in combating emergency situations. Working conditions are disagreeable with all the weather's elements as well as exposure to hazards resulting from firefighting and EMS that could result in total disability or death.

Mass General Law Chapter 48

Towns accepting the provisions of this and two following sections or which have accepted corresponding provisions of earlier laws may establish a fire department to be under the control of an officer to be known as the chief of the fire department. The Chief shall be appointed by the Selectmen, and shall receive such salary as the selectmen may from time to time determine, not exceeding in the aggregate the amount annually appropriated therefor. He may be removed for cause by the selectmen at any time after a hearing. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase subject to the approval of the selectmen and keep in repair, all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon; he shall fix the compensation of the permanent and call members of the fire department subject to the approval of the selectmen. In the expenditure of money, the chief shall be subject to such further limitations as the town may from time to time prescribe. [Section 43] Chief to act as Forest Warden. The chief of the fire department shall act as forest warden in all such towns and shall have authority to appoint deputy wardens and fix their compensation subject to the approval of the selectmen.

Approved Annual Town Meeting March 5, 1956: Article 15

MGL Chapter 48; Section 2 and 3

True copy attested

Carol A. Sherrell

Carol A. Sherrell, Town Clerk CAAMC

